This document provides curatorial advisors, archaeological practitioners and other interested parties with additional information and guidance on the standards and expectations for archaeological reports that are submitted for approval by the *Archaeological Planning Service of the Glamorgan-Gwent Archaeological Trust*.

These notes and guidance should be read in conjunction with the *Archaeological Report Monitoring Form*, and it should be noted that not all of the questions below are applicable to all archaeological reports; the list is not hierarchical and no one point is more important than others.

If a report does not meet the Chartered Institute for Archaeologists' (CIfA) Standard and Guidance, or the criteria to allow deposition in the Historic Environment Record, it will be rejected and amendments requested.

It is important to note that Wales has Welsh legislation, policy and supporting suites of documentation for the Historic Environment, and the impact of development on archaeological resource and historic assets must be assessed using these.

All documentation for deposition within the HER must meet the National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017. Please consult with the relevant HER prior to submission.

1. Was sufficient documentary research undertaken to place the report's results in their historic context?

The report should contain a written summary of the archaeological and historical background of the study area. It should demonstrate that all relevant and available sources have been consulted and assessed, or clearly state why they have been omitted. These sources should normally include, where relevant:
- *Historic Environment Record (HER)*
  - The report should include the *HER* reference number. This is a four-figure number that appears at the top of the cover letter accompanying the *HER* search results.
  - **NOTE: The *Archwilio* licence agreement does not authorise its use for** commercial projects: **https://www.archwilio.org.uk/arch/archwilio_pages/english/conditions.html**
- *National Monuments Record (NMR)*
  - For sites, buildings and aerial photographs recorded by the *Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW)*

- ▫ **NOTE:** *Coflein's* **website states that it is not suitable for development control purposes in relation to archaeological sites:**
  http://www.coflein.gov.uk/en/about
- ▪ *Cadw*
  - ▫ For current information on Scheduled Ancient Monuments, Listed Buildings, Registered Parks and Gardens, and the Register of Historic Landscapes.
  - ▫ **NOTE:** *Historic Wales's* **website states that it is not suitable for development control purposes in relation to archaeological sites:**
    http://historicwales.gov.uk/#zoom=0&lat=254720.49855&lon=271127.80934&layers=BFTTFFTFFTTT
- ▪ *National Museum of Wales (NMW)*
  - ▫ For sites and finds recorded on their database, as well as for some documentary sources
- ▪ *Portable Antiquities Scheme (PAS)*
  - ▫ For information on small finds. A log in is available from the main web site https://finds.org.uk/database
- ▪ *The relevant local archive* (*Gwent Record Office*, *Glamorgan Record Office* or *West Glamorgan Archive Service*)
- ▪ *National Library of Wales*
  - ▫ For estate records, such as the Badminton Papers and the Tredegar Papers
- ▪ *Local museums, art galleries and libraries*
- ▪ *Central Register of Aerial Photographs for Wales* (*CRAPW*)
- ▪ *National journals*, e.g.
  - ▫ *Archaeologia Cambrensis*
  - ▫ *Archaeology in Wales*
  - ▫ *Studia Celtica* (formerly *Bulletin of the Board of Celtic Studies*)
  - ▫ *Transactions of the Honourable Society of Cymmrodorion*
- ▪ *Regional journals*, e.g.
  - ▫ *Gwent Local History*
  - ▫ *Morgannwg*
  - ▫ *Monmouthshire Antiquarian*
- ▪ *Local journals*, e.g.
  - ▫ *Gelligaer Journal*
  - ▫ *Monmouth Archaeology*
  - ▫ *Transactions of the Neath Antiquarian Society*
  - ▫ *Transactions of the Cardiff Natural History Society*
- ▪ *Place name evidence*
  - ○ *List of Historic Place Names* https://historicplacenames.rcahmw.gov.uk/

2. Does the report provide sufficient discussion of the results in reference to current knowledge and research objectives?

The report should contain a section in which the results of the study are clearly discussed in relation to current knowledge and wider research objectives **beyond the current study area**. This may be in reference to:

- Other similar sites on a local, regional or national scale
- Current RCAHMW research frameworks for southeast Wales
  https://rcahmw.gov.uk/wp-content/uploads/2016/07/Royal-Commission-Thematic-Research-Framework-Document.pdf
- Current research objectives of national organisations such as *Cadw*
- Current academic and scholarly debates
- Current Research Framework for the Archaeology of Wales
  http://www.archaeoleg.org.uk/intro.html

The report, if an assessment, should also contain a section discussing the results and proposing a suitable mitigation programme if necessary.

Does the report's summary match the results of the work and does it contain sufficient information for the *HER*?

The report should begin with a clear and concise summary of the project. This should include a brief description of the type and extent of the work undertaken, a summary of the results, and a statement of the conclusions reached.

3. Does the report contain an HER Enquiry number?

4. Does the report have an understandable structure?

The report should be logically structured and contain an accurate table of contents and a list of tables and figures that include page numbers. This would commonly be ordered in a similar manner to:
- Title page
- Table of contents
- List of tables, figures and plates
- Summary
- Introduction
- Background
- Methodology
- Results
- Summary report on finds/samples with assessment of potential for further study
  - Catalogue of finds by context
- Discussion
- Conclusion and recommendations
- Bibliography
- Appendices
  - Context list

Figures may be in-text or at the end of the report, but should include, where relevant:
- Location map
- Map regression
- Survey/excavation locations
- Drawn plans and sections of excavated areas
- Photographs

▪ Illustrations

5. Does the document provide an adequate site description and location map?

The site description should accurately describe the location and character of the study area and its surroundings. This should include a brief summary of the topography (including any significant features and their relationship to the study area), environment and current land-use, along with the study area's dimensions, geographical coordinates and elevation. The report should contain at least one map that clearly shows the location of the study area in a regional and local context. The map should include a north arrow and scale.

NOTE:
▪ **Maps obtained from third-parties, including the *Ordnance Survey*, must be accompanied by a licence number.**
▪ **The terms and conditions of most online mapping services, such as *Google* and *Bing*, do not allow their maps to be used for commercial purposes without a licence.**
▪ **Some Open Data services, such as *OpenStreetMap*, do allow commercial use, but must be credited accordingly https://www.openstreetmap.org/#map=7/52.530/-4.065.**

6. Does the report contain an accurate NGR or other grid reference?

The report must contain an accurate grid reference so that the study area can easily be located by other interested parties and be entered into the HER. It should preferably appear on the title page, within the introduction or on the location map. It can be in the form of an NGR or easting and northing. It should be accurate to a minimum of six figures and reference the centre of the study area or other specified datum.

7. Does the report contain a plan showing the position of the excavated trenches/areas?

The report should include drawn plans showing the position(s) of any evaluation trenches or excavated areas, all of which should be labelled with their appropriate numbers, as well as any significant topographical features. Each plan should include a north arrow and scale.

8. For all significant archaeological features, are there:

a) Plans
b) Sections/elevations
c) Photographs

All archaeological features that are assessed as being significant should be appropriately recorded using drawn plans, sections/elevations and

photographs. All features and contexts on the drawings should be labelled, and captions should accurately refer to the subject matter. Plans should include north arrows and a scale. Sections/elevations and photographs should include scales and specify the facing direction.

9. Do all maps, plans and sections/elevations in the report include a scale?

It is essential that all drawn maps, plans and sections/elevations included in the report have a scale in order to ensure that the location and extent of all work is the same as that which was agreed in the written scheme of investigation or project design.

Are the locations of all drawn sections in the report marked on the corresponding plans?

In order for the information in the report to be properly understood, any drawn sections must be shown on a corresponding plan, and be appropriately labelled.

10. Does the report contain a sufficient number of appropriate photographs that include scales?

The report should include a selection of photographs at an appropriate level of image quality to provide at a minimum:

- ▪ Overviews of the study area and the locations of any trenches or excavated areas
- ▪ General views, including full-length shots where possible, of any evaluation trenches or excavated areas
- ▪ Detailed minimum perspective photographs of all drawn sections/elevations
- ▪ Detailed minimum perspective photographs of all significant features and finds

The report must be accompanied by either:

- ▪ Digital copies of all photographs
- ▫ NOTE: Digital photographs should only be accepted where the resolution of the digital camera is at least 10 megapixels and the photographs have been taken at the highest resolution setting available on the camera (usually Fine). Where possible, the photographs should be taken in lossless format (TIFF, RAW or DNG), although JPEG format at the highest quality level is acceptable. The saved photographs must be submitted in their original file format; if this is RAW/DNG then TIFF or JPEG versions should also be included. Microsoft Word documents containing the images should not be accepted unless accompanied by separate image files for each photograph in RAW, DNG, TIFF or JPEG format.

- ▪ Photographs printed on archival paper
- ▫ NOTE: **Photographs printed on standard printer paper or photographic paper that are not also submitted electronically** (e.g. electronic file transfer or CD) **should not be accepted as they are not archivally stable** and will not be accepted by the *HER*. Digital photographs submitted without digital versions must demonstrably be printed on archival quality acid-free paper using archive-grade pigment-based inks. **Prints from film photography must also be demonstrably of archival standard** – normal prints from a high-street photo service will not meet this criterion.

11. Is there a summary report on the artefactual and environmental assemblage?

Evaluation reports should contain a section that provides a written summary of any finds. This should commonly discuss the finds by type and/or period, and provide both a quantitative and qualitative analysis of the assemblage in reference to current knowledge.

12. Is there an assessment of the assemblage's potential for further study?

Evaluation reports should contain an assessment of the potential of the retained finds for further analysis and research. This would usually be included as part of the section summarising the finds or within the main discussion section.

13. Does the report provide a context list?

The report should contain a list of all contexts, along with information about their type, description, depth, and period. Preferably, this should include a Harris Matrix for the site, and for each trench or excavated area.

14. Does the report provide a catalogue of all finds by context?

The report should contain a list of all finds by context, along with information about their type, description, quantity, weight, and period. This might be included as part of the section summarising the finds or as an appendix.

15. Were any environmental or technological samples taken?

Samples are usually expected to be taken, where appropriate, for significant features, structures or deposits. The report should specify what samples were taken, how they were processed and who conducted the specialist analysis.

16. Have all samples been assessed in order to determine their significance and value for further investigation?

The report should contain an assessment of all samples that were taken. This should include a discussion of their significance in reference to current knowledge and their potential for further study.

17. Have details of the project archive and the location for its deposition been specified?

It is essential that the document contains a detailed statement of where the project archive will be deposited. The project archive is commonly deposited with either:
▪   The local museum
▪   The regional museum
▪   The *National Museum of Wales*
    Copies of the written archive are expected to be deposited with:
▪   The *HER*
▪   The *NMR*
▪   The local record office

NOTE: the written archive includes the report and any associated data files and media. It should not be confused with the project archive, which

includes any retained finds and samples. For more information, please see the current *CIfA Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives.*

18. Does the report specify where and with whom any retained finds will be deposited?

Any retained finds should be cleaned and catalogued in line with the current CIfA *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*. The report should include a clear statement of where any retained finds will be deposited and with whom. **This information is essential for enabling future research on this material.**

19. Does the report conform to the approved WSI/Project Design?

The report should be consistent with the written scheme of investigation or project design. This includes fulfilling all the stated aims and objectives, following the specified methodology, and implementing all aspects of the project that were agreed to by the contractor and the archaeological curators.

20. Is the Report acceptable?

Does the report provide a clear and accurate presentation of the information required at a level that reaches or exceeds the *CIfA's* professional standards for archaeological work? These standards currently include:

- **Desk-Based Assessments (2017)**
  Desk-based assessment will determine, as far as is reasonably possible from existing records, the nature, extent and significance of the historic environment within a specified area. Desk-based assessment will be undertaken using appropriate methods and practices which satisfy the stated aims of the project, and which comply with the Code of conduct, Code of approved practice for the regulation of contractual arrangements in field archaeology, and other relevant by-laws of the CIfA. In a development context desk-based assessment will establish the impact of the proposed development on the significance of the historic environment (or will identify the need for further evaluation to do so), and will enable reasoned proposals and decisions to be made whether to mitigate, offset or accept without further intervention that impact.

- **Archaeological Field Evaluation (2014)**
  An archaeological field evaluation will determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practises. These will satisfy the stated aims on the project, and comply with the Code of Conduct, Code of approved practise for the regulation of contractual arrangements in archaeology, and other relevant by-laws of the CIfA.

- **Geophysical Survey (2016)**
  An archaeological geophysical survey will determine, as far as is reasonably possible, the nature of the detectable archaeological resource within a specified area using appropriate methods and practices. These will satisfy the stated aims of the project, and comply with the Code of conduct, and other relevant regulations of CIfA.

- **Archaeological investigation and Recording of Standing Buildings or Structures (2014)**
  A programme of archaeological building investigation and recording will determine, as far as is reasonably possible, the nature of the archaeological resource associated with a specified building, structure or complex. It will draw on existing records (both archaeological and historical sources) and fieldwork. It will be undertaken using appropriate methods and practices which satisfy the stated aims of the project, and which comply with the Code of conduct, Code of approved practice for the regulation of contractual arrangements in archaeology, and other relevant regulations and by-laws of the CIfA. The programme will result in the production of drawings, an ordered accessible archive and a report.

- **Archaeological Watching Brief (2014)**
  An archaeological watching brief will record the archaeological resource during development within a specified area using appropriate methods and practices. These will satisfy the stated aims of the project, and comply with the Code of conduct, and other relevant regulations of CIfA.

- **Archaeological Excavation (2014)**
  An archaeological excavation will examine and record the archaeological resource within a specified area using appropriate methods and practices. These will satisfy the stated aims of the project, and comply with the Code of conduct and other relevant regulations of CIfA. It will result in one or more published accounts and an ordered, accessible archive.